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13 July 1953

MEMORANDUM FOR: Inspector General

SUBJECT: Personnel Office

REFERENCE: Memorandum for Chief, SR Division, DD/P, From  
Inspector General, Subject As Above, Dated  
1 July 1953

Our comments regarding the service furnished by the Personnel Office can best be made to the various components.

1. Personnel Division Overt. Contacts with this office are limited essentially to draft problems, and on these matters we have received excellent support.

\* 2. Personnel Procurement Division. Requests for field interviews have been handled expeditiously and the evaluations have been complete and of considerable assistance in the screening of the individuals interviewed, and when cover considerations have been paramount, the personnel people have to the best of our knowledge maintained the cover.

3. Classification and Wage Division. This Division has rendered outstanding service. The classification specialists assigned for work with SR Division have been competent and cooperative. With their assistance, we have completed classification on approximately 60 per cent of our headquarters positions. We have received understanding assistance in the approval of T/O's and frequently have been given suggestions as to T/O's and related functions which have been worthwhile and very helpful.

4. Personnel Division Covert. Particularly to be noted was the consideration given to SR Division by the Chief of Personnel Division, Covert, and his staff during the period when this Division was experiencing rapid growth, recruitment was slow, and our T/O was inadequate to carry out all the functions of the Division. As a result this Division was creating a situation which might have warranted criticism, but rather we received unquestioned support. We should note that the placement officers assigned to this Division have been and are making every effort to meet our requests for assistance. Undoubtedly, the most critical situation is that of

DOCUMENT NO.

NO CHANGE IN CLASS. [ ]

[ ] DECLASSIFIED

CLASS. CHANGED TO: TS S

NEXT REVIEW DATE:

AUTH: HF 70-2

DATE 29/06/81

REVIEWER:

01899.5

Approved For Release 2001/09/04 : CIA-RDP80-01826R001100010034-6

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clerical support, and we believe that Personnel generally is doing all that it can to meet the problem. We recognize that stenographers, as such, are hard to find, but believe that competent clerk typists' help could in some measure alleviate our problem if it were not for the present practice of assigning all such new personnel to the Records Integration Division for ultimate assignment to other DD/P components. The facts involved are not available to SR Division, but this procedure seems rather effectively to soak up all new clerk typists with very few being assigned to the area divisions. Related to this is the further observation that the central Personnel Office could, in all probability, do an even better job of supporting the area divisions if closer contact and liaison were possible and the multitude of staff elements, particularly the individual career service boards, were not interposed between Personnel and the Divisions. As presently operating, the senior staffs and their boards operate not so much as staffs but rather in the line of command and effectively interfere with and delay orderly personnel action. Certainly career considerations are important and should be effectively treated, but the following example is but one of many which might be recited:

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On the 4th of May this Division delivered by hand to the PP Career Service Board an action on Mr. [REDACTED] for employment as a GS-14. The action went from the PP Career Service Board to the DD/P Career Service Board which finally approved the appointment on the 15th of June. The requested action then went to Personnel where on the 18th of June the Personal History Statement was sent to Reproduction for copies which were then to be submitted to Security for their action. As of 24 June Security had not yet been initiated. At the instigation of this Division, the DD/P personnel staff requested that Security make this an expedite case, as it is very important that Mr. [REDACTED] if employed, enter on duty as near the first of August as possible.

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5. Central Processing Branch. It should be noted that the Central Processing Branch has always been most cooperative, and within its ability has given excellent support in the movement of personnel on either a routine or a crash basis.

6. Military Personnel Division. In our judgment the Military Personnel Division is the weakest spot in the entire Personnel Office. There frequently is difficulty in determining the proper single course of action for a given military personnel problem in that a variety of answers can be had from a variety of people within that Division. It has generally been the experience of my people that the best results are produced by a direct approach to the working level within MPD, i.e., by going to a non-com rather than an officer. There is also a

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general feeling that the Military Personnel Division always takes a negative approach first rather than accepting a problem and attempting through every means at its disposal to solve it in the interest of the requesting office. There has been some feeling on the part of my people, on which I can make no comment, that Military Personnel Division is overstaffed. This recognizably is a gratuitous observation subject to objective determination.

7. Summary. Generally the evaluation could be made that within the limits of its authority and the interferences between the ultimate customer and itself, the Personnel Office is doing an outstanding job for the Agency in what has always been a thankless task.

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Attachments 2

- 1 - Reference
- 2 - List of SR Division Employees  
Handling Personnel Matters

\* as to the finding of individuals to fill particular vacancies, placement has not been particularly effective. However, I believe they are doing this as well as it can be done - i.e. personal knowledge and contacts seem <sup>still</sup> to be the most effective.  
Gap,

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ORIGINAL DOCUMENT MISSING PAGE(S):

attachment #1